BUDGET DETAIL WORKSHEET

Personnel:

The State of Utah requests 7 FTEs be paid from this NCHIP grant. This will allow us to continue funding Researcher/Trainers to find missing dispositions, Programmer/Analysts and a Programmer Intern for AFIS integration and continuation of O-TRACK development. Two full-time Programmer/Analysts at Utah State Pay Scale Step 55 ($19.38 an hour), one Programmer/Intern at Step 31 (10.11 an hour), and Four Researcher/Trainers at Step 39 ($12.57 an hour). Six of the seven FTE's will be funded for 2088 hours each over the course of the year. The Programmer/Intern will be hired for 2000 hours over the year.

• 2 Programmer/Analysts Cost per hour $19.38 @ 2088hrs x 2	$ 80,930
• 1 Programmer/ Intern Cost per hour $10.11 @ 2000hrs	$ 20,220
• 4 Researcher/Trainers Cost per hour $12.57 @ 2088hrs x 4	$104,985
Total Personnel	**$206,135**

Fringe Benefits:

The State of Utah pays for insurance benefits that cover: Life, Health, and Dental at a fixed rate of $6,206.80 a year per employee . In addition to this Utah pays benefits including: Long Term Disability (@ .60% of annual salary), Retirement (@15.66%), Unemployment(@ .13%), Workmens Compensation (@ .80%), Medicare(@ 1.45%), Social Security(@ 6.2%), and Vacation/Sick Pool (@ 4.84%)

• 2 Programmer/Analysts Cost per hour benefits $8.71 @ 2088hrs x 2	$36,372
• 1 Programmer/Intern (Medicare and Social Security Only) Cost per hour benefits $ .78 @ 2000hrs	$ 1,560
• 4 Researcher/Trainers Cost per hour benefits $6.71 @ 2088hrs x 4	$56,042
Total Fringe Benefit	**$93,974**

Travel/Training:

The travel funds will be spent to provide statewide training on the criminal justice process, to send researchers throughout the state to the various court sites for disposition research and to send two programmers from The Utah Department of Public Safety (DPS) to out of state training on computer applications necessary for updating the criminal history system.

Out of state training, airfare 5 persons, 11 trips @ $500/trip	$5,500
Out of state lodging, 3 persons 25 nights each @ $80/night	$2,000

Out of state lodging, 5 persons 18 nights each @ $135/night	$2,430
Out of state lodging, 1 person 5 nights each @ $120/night	$ 600
Out of state per diem, 5 persons, 48 days @ $34/day	$ 1,632
In state lodging, 1 person, 15 night each @ $60/night	$ 900
In state per diem, 1 person, 15 days each @ $26/day	$ 390
Instate per diem (breakfast and lunch only), 1 person, 30 days @ $12/day	$ 360
In state mileage 1800 miles @ $ .27/mile	$ 486
Ground transportation, 5 persons @ $20 each	$ 100
Conference Registration, 5 persons, @ $100 each	$ 500
Delphi training (local), 2 persons, @ $1,800 each	$ 3,600
HP UX 10.x Network Administration, 1 person	$ 2,050
HP UX Advanced Administration, 1 person	$ 2,050
HP-UX Performance and Tuning , 1 person	$ 1,320
HP-UX Operating System Security, 1 person	$ 915
HP-UX Trouble Shooting, 1 person	$ 1,320
INFORMIX training, 1 person	$ 1,800
Total Travel/Training	**$27,953**

Equipment:

3 PC's @ $3, 200 each	$9,600
Total equipment	**$9,600**

Supplies:

Intruder Alert Software	$ 8,000
Auditing Software	$ 6,000
Resource Management Software	$ 6,000
Total Supplies	**$20,000**

Contractual:

Design Consultant, 228hrs @ $115/hr	$ 26,220
Data Conversion Consultant, 413hrs @ $91/hr	$ 37,583
Programming Consultants, 1252hrs @ $115/hr	$143,980
State mainframe data processing charges	$ 36,250
Total Contractual	**$244,033**

TOTAL REQUEST:	**$601,695**

Budget Summary:

Budget Category	Amount
A. Personnel	**$206,135**
B. Fringe Benefits	**$ 93,974**
C. Travel/Training	**$ 27,953**
D. Equipment	**$ 9,600**
E. Supplies	**$ 20,000**
F. Construction	**$ 0**
G. Consultants/Contracts	**$244,033**
H. Other	**$ 0**
Total Direct Costs	**$601,695**
I. Indirect Costs	**$ 0**
TOTAL PROJECT COST	***$601,695***
Federal Request	**$601,695**
Non-federal Amount	**$ 0**

PROGRAM NARRATIVE

Part I. Background

Geographically, Utah is a large state but as of a 1996 estimate the population is only 2,055,000. According to the U.S. Census, Utah is the tenth fastest-growing state in the country. Seventy-seven percent of Utahns live in four counties (see map on previous page). This group of four contiguous counties, known as the Wasatch Front, consists of Salt Lake County (population 860,000), Utah County (population 318,000), Davis County (population 225,000), and Weber County (population 180,000). Efforts at improving the criminal history records system affect all 29 of Utah's counties, however, concentrated work in the counties along the Wasatch Front affects the vast majority of the system most quickly.

The Governor has designated the Utah Commission on Criminal and Juvenile Justice (CCJJ) as the applicant agency for federal criminal justice programs. Organizationally, CCJJ staff is part of the Governor's Office and is the coordinating agency for criminal justice matters. The Commission itself is a twenty member board representing the major organizations in Utah's criminal justice system, consisting of:

Commissioner of Public Safety
Director of Division of Youth Corrections
Utah Supreme Court Chief Justice
Utah Court Administrator
Utah Attorney General
Director Department of Corrections
Citizen Representative
Juvenile Court Judge
U.S. Attorney for Utah
Chairperson From:
Utah Board of Pardons and Parole
Utah Sentencing Commission

Chairperson From:
Utah Board of Juvenile Justice
Substance Abuse & Anti-Violence Council
Representatives From:
Utah House of Representatives
Utah Senate
Public Education
The Sheriffs' Association
Chiefs of Police Association
Statewide Association of Prosecutors
Utah State Bar

Some of the responsibilities of the staff at CCJJ are to manage grant programs and coordinate efforts to improve criminal justice information systems such as criminal history. The functional area within CCJJ that is primarily involved with the NCHIP project is the Data and Research Section (which includes the Statistical Analysis Center- SAC). Specifically, there are four CCJJ staff members involved in managing and implementing the major provisions of this grant program. Mike Haddon is the Director of Data and Research and has overall responsibility for coordinating Utah's Criminal History Record Improvement Plan. Richard Ziebarth is an Information Analyst and is responsible for the specific grant management and assisting Mr. Haddon in coordinating the overall plan. Jennifer Hemenway, the former CCJJ Data and Research Director, is currently serving the Data and Research Section of CCJJ as an Information Analyst. Jennifer's continued service to CCJJ will provide guidance and support for the Utah Criminal History Improvement

plan. The fourth member of CCJJ Data and Research Section is Chevan Nanayakkara. Chevan is an Information Analyst with an extensive background in information technology. He brings the technical support needed to guide CCJJ in many Criminal History Improvement Plan decisions. The Programs and Budgets section also assists with fiscal management of grant funds.

The Department of Justice, Bureau of Justice Statistics and Bureau of Justice Assistance made available for record improvement activities:

CHI: Through the Criminal Records Improvement (CHI) Program $350,000 between December 1990 and December 1993. This program is fully expended and closed.

NCHIP: $642,653 from the 1995 NCHIP grant, $338,000 from the 1996 NCHIP, and $538,706 from 1997 NCHIP. $220,000 in 1997 NCHIP funds are not expended. However, the $220,000 is obligated to projects. The delay in use of these funds occurred due to uncertainty about timing and feasibility of AFIS technology upgrades. The questions we asked have been addressed and we will proceed with these subgrants as planned. $110,000 of the unexpended $220,000 will go toward two livescan devices and will be completed by November 1998. The remaining $110,000 is currently waiting BJA approval for a grant change to add this money to an existing DPS grant for consultant services. If the change is approved, DPS will direct consultants to initiate the software interface for the Transaction Controller (TC) at DPS The TC will allow criminal history information to be split from fingerprint transmissions in order to update the Utah Criminal History Repository. The fingerprint ID will then be matched against the 16 million record WIN database in Sacramento, CA. The TC interface initial phase using 1997 NCHIP funds will conclude in November 1998.

ASAP: $50,000 from the Advanced State Award Program (ASAP). ASAP is fully expended and closed and no 1998 funds are available.

BYRNE 5%: Utah has also dedicated $1,863,272 from F'S 1992 through 1997, or over **8 percent** of the Byrne grants for those years toward our criminal history record improvement efforts. As of June 12, 1998 not all of the monies have been expended, but all of the 5% set aside funds through fiscal year 1997 from the Byrne grant have been obligated to individual projects. 1998 Byrne 5% set aside is to made available starting July 1, 1998.

SIS: $172,727 from the State Identification Systems grant is fully obligated to projects ,but not completely expended. Application for FY 1998 SIS funds has been sent to BJA.

Additionally, $249,500 from F'S 1990 and 1991 of the Byrne grant and extensive resources from numerous state and local agencies have been or are being used to improve the quality of this information system and the data maintained in the criminal history repository.

The CHI grant program was used to fund the following three projects:

Computerized Criminal History Data Transfer ($194,566). The Utah Department of Public Safety, Bureau of Criminal Identification (BCI) is responsible for maintaining the criminal history repository. This project involved a complete rewrite of the criminal history file and assisting BCI in improving their interfaces between agencies providing criminal history related information. Additionally, an updated communications system was put in place and personnel were made available to support the critical transition time when the old and new systems were running in parallel.

Criminal Justice Data Integration ($80,000). The Salt Lake County Attorneys Office used this grant to make improvements to the Sheriff's Jail Executive Management System (JAMS) and their own Attorney Information Management System (AIMS). The major portions of these improvements consisted of linking the two systems and improving the transfer of information between them. Salt Lake County has a population of nearly 900,000, which is over 40% of Utah's entire population. Therefore, this project had a major effect on Utah's criminal justice information system.

Court Data Quality Improvement ($75,434). The Administrative Office of the Courts (A.C.) received a grant to improve their ability to receive data electronically from prosecutors and to more accurately and frequently submit electronic data to BCI for matching dispositions with arrest data. These two objectives were part of a broader project at the courts to rewrite the entire case management system within the courts.

The Byrne 5% set aside program has been used to fund the following programs:

Criminal History Improvement ($207,464 - FY92; $171,867 - FY93) DPS used these funds to conduct statewide training of law enforcement, prosecutors and court personnel in the proper use of the new fingerprint cards containing the Offense Tracking Number (OTN). Additionally, researchers were hired to research missing dispositions in the repository. Improvements are being made to the software and hardware used to maintain the criminal history database and other relate criminal justice databases. As a result of these upgrades, DPS will be able to provide faster and cheaper response to local agencies with higher quality information.

Record-Keeping Improvements in Utah Courts ($210,883 - FY92) The A.C. received this grant to assist in their efforts to: upgrade their information system to an open systems hardware and operating system; rewrite the case management database software; begin receiving electronically filed documents; open communications paths to criminal justice agencies; and train judges and court clerks in the importance and use of the criminal history records system. This effort was made in conjunction with the A.C.'s CHI grant.

Criminal History Upgrade Training ($3,428 - FY92) The Utah State Attorney General's Office conducted statewide training through the Prosecution Council to local prosecutors and their staffs in the criminal history process and specifically the prosecutors' role in the flow of information.

Live Scan Enhancements ($19,361 - FY92) BCI used this funding to purchase a live scan printer to tie directly to the Salt Lake County Jail's live scan system. This enabled BCI to receive prints in minutes rather than days, with a much higher percentage of acceptable quality prints.

Brady Handgun Violence Prevention Act ($34,466- FY93) BCI was able to initiate Utah's Instant Check System the day the Brady Bill went into effect. This grant assisted in the hiring of four people to perform the checks and one compliance office to ensure the firearms dealers are in compliance to the mandates of the law.

Criminal History Improvement Training ($7,525 - FY93) DPS utilized these funds to provide training statewide to law enforcement, prosecutors and court personnel on all aspects of the flow of information in the criminal history process. The training was presented by the A.C., BCI, and CCJJ. This provided the participants with not only information, but a chance to interact with the other involved agencies.

Electronic Pre-Sentence Investigation Report Project ($50,000 - FY93) The Utah Department of Corrections (DOC) is in the process of automating their Pre-Sentence Investigation reports that provide information to the courts for the sentencing offenders. This grant assisted DOC in this project to improve the quality of criminal history records and speed accessibility to the data maintained by the criminal justice community.

Electronic Transfer of Criminal History ($68,835 - FY94) As part of the County Automation Plan, Weber County has automated and integrated the data flow of criminal justice information between their County Jail and County Prosecutor's Office as well as with the Courts and BCI. This grant helped fund the project and provide live scan equipment to the county.

Criminal Justice Information Systems Improvements ($68,416 - FY94; $228,500 - FY95) The Department of Public Safety is upgrading their ability to receive criminal justice information from state and local agencies. This includes improvements to their database, their ability to transmit data to relevant Federal agencies and making connections and training to other state and local agencies.

Live Scan Enhancements ($25,917 - FY94) BCI used these funds to purchase an upgraded live scan printer to connect with multiple county jails' live scan systems. Additionally, store and forward technology was purchased to position Utah for future enhancements to criminal identification technology and procedures.

Information Transmission System ($15,000 - FY94) The West Jordan City Department of Public Safety has established a system of using mobile computers in patrol cars to update and send criminal justice information directly to the City and State's information management systems.

Using Cellular Digital Packet Data (C.D.) they can also access State and Federal criminal justice databases.

Corrections Records Improvement Project ($131,000 - FY95) The Utah Department of Corrections (DOC) is in the process of automating and making available to criminal justice agencies in an electronic format data from their new information system. This grant will assist DOC with new hardware for this project.

Prison Admission Data for Criminal History ($63,800 - FY97) The Utah Department of Corrections is as part of the process of updating their information system is developing an automated link of prison admission and custody data with the criminal history system. This is an area that the latest audit has identified as needing improvement. These funds will be used to program those changes and updates into the information system.

Davis County AFIS Equipment ($80,000 - FY97) The Davis County Sheriffs Office, serving Utah's third most populace county, will take delivery of an LS-21 livescan device and a full function latent print workstation through a combination of NCHIP and county funds.

Department of Human Services Data warehouse Project ($25,000 - FY97) will allow Human Services to automate treatment information for juveniles under their care. The data that has existed in many different locations and systems will now be centralized and accessible to Youth Corrections. The end result is a complete history of prior treatment information to better serve the needs of Utah's youth and enhance public safety.

1997 State Identification Systems (SIS) Program:

County AFIS Equipment ($107,000 - FY97) SIS will provide a livescan device for Weber County and one for Salt Lake County. Livescan will allow these counties to electronically send criminal history information to the state repository as well as receive instant criminal identification.

Department of Public Safety DNA Robot ($60,000 - FY97) SIS will provide DPS forensics with a DNA analyzer to electronically search and ID suspects from DNA samples. This will enhance DPS crime resolution capabilities , reduce the workload of DPS staff while increasing the States ability to process more DNA samples.

Advanced State Award Program (ASAP):

The ASAP program ($50,000) started in 1996 and concluded this March 1998 with all funds expended. The Department of Public Safety, Bureau of Criminal Identification (BCI) used ASAP funds for contracted services to study the requirements necessary to create an interface between BCI and the Courts who maintain records on people adjudicated mentally ill. This information, as part of the Brady Gun Law, will enable gun dealers to identify and prevent gun sales to anyone

adjudicated mentally ill. Boyne funds were also included in later portions of this public safety enhancement project to carry out the interface.

State funds have been or will be used on the following projects:

Rewrite of the Computerized Criminal History File ($200,000) DPS completely rewrote the criminal history file to improve the ability of making updates and adding a suspense file component for records that do not match immediately.

Court's Automation Upgrade ($3,200,000) The A.C. has used extensive resources in updating and rewriting their information system. Many aspects of this new system affect the quality and completeness of the Criminal History File.

Felony Disposition Research ($72,000) The Utah Sentencing Commission funded the cost of a full-time researcher for DPS to use in matching existing felony arrest records with dispositions.

Corrections Automation Upgrade ($1,527,000) Department of Corrections, with support from the Utah Sentencing Commission is developing an offender obligation system, part of which is an automated pre-sentence investigation report system for use in sentencing offenders. In preparing this report DOC is able to find many dispositions that are not recorded in the criminal history file, and are thus able to send the data to BCI for updating those records.

Fingerprint Technology Enhancements ($59,000) CCJJ and BCI used these funds to upgrade the AFIS capabilities at BCI.

Explore Technologies for a Dedicated Criminal Justice Switch ($50,000) The Utah Sentencing Commission purchased a Hewlett Packard system with software that is housed at DPS It has been used to explore the feasibility of using a dedicated criminal justice switch.

Digital Signature ($125,000) The Utah Department of Commerce, the A.C. and CCJJ developed the first Digital Signature law of its kind in the country and funded the implementation costs. This law will assist in the electronic filing of court documents and therefore, the electronic flow of data to the Criminal History Repository.

Data Quality Audits ($50,000) CCJJ contracted and paid for the State Auditor to perform audits of the Criminal History File for 1991 through 1994. In 1995, CCJJ, the A.C. and BCI conducted an audit and in 1996 CCJJ hired a criminal history researcher intern with NCHIP funds to assist in gathering and analyzing of audit information as we continue to ensure that annual audits are completed.

Work continues on improving the quality and completeness of the criminal history file. Members of the Criminal Justice Records Improvement Task Force determined that through real

improvements in the collection methodology, Utah could achieve high sustainable reporting rates for dispositions. This effort has concentrated on new software development and in better education of criminal justice personnel. As a result Utah has seen an improvement in the reporting of dispositions, and the accuracy of arrest data.

Outlined below are program activities accomplished between January 1, 1992 - June 30, 1998:

- We have successfully changed the flow of OTN forms in all 29 counties to include prosecutors in the criminal history reporting process.
- The Department of Public Safety, Division of Management Information Services and the Bureau of Criminal Identification have rewritten the Criminal History File software incorporating suspense file attributes that facilitate making corrections and updates to information before it is written to the file.
- The Salt Lake County Jail and the Salt Lake County Prosecutor's Office share a common index to aid in the transferal of Offense Tracking Numbers from the jail to the prosecutor's office.
- Six regional training sessions were conducted by the Utah Prosecution Council to train prosecutors and their staff in their responsibilities in reporting declinations and providing OTN to the courts.
- All 29 county jail sites have been trained in proper fingerprint techniques and in the proper handling of the 10-print OTN cards.
- Salt Lake, Weber, Utah and Sevier Counties have installed livescan fingerprint devices to provide better quality fingerprints to the repository and speed the identification of suspects.
- The Bureau of Criminal Identification has "on-line" access to Courts, Corrections, and the Salt Lake County Jail to improve the ability to research missing dispositions.
- Courts has developed a prototype Offense Table to aid in the systematic identification and classification of criminal offenses within the state.
- Courts has improved the ability of the old automated system to track Offense Tracking Numbers in Salt Lake, Weber and Utah Counties.
- Salt Lake County electronically reports declinations to the repository.
- Courts have published standards for electronically filing documents from the county prosecutor's offices to the courts.
- Courts has successfully updated their technology to support a new case management system.
- An extract of disposition from the Department of Correction's database was created and used to update missing data within the repository.
- The Department of Public Safety has hired three full-time researchers and have successfully researched and matched thousands of dispositions to arrest data.
- The software development is complete to allow electronic filing from the Salt Lake County Prosecutor's Office to the Courts.
- We developed and presented several regional training programs to prosecutors, law enforcement, court clerks and judges on the OTN process.

- A reference manual on the OTN process was developed and distributed at the county training to the participants involved.
- West Valley City Court has implemented a pilot project that provides better OTN data through the prosecution and court process.
- New court clerks receive criminal history training as part of their initial orientation and training program and criminal history performance goals are integrated into the clerks' performance plans.
- Procedures have been established to report Plea in Abeyance and Diversionary Agreements to BCI.
- Coding standards for multiple disposition cases including Pleas in Abeyance, Diversionary Agreements and verdicts under appeal, have been developed by the Courts, Public Safety and CCJJ.
- Courts has developed an audit program within their Information Services Division to identify areas that can be modified to improve the quality of information.
- Department of Public Safety is in full compliance with the instantaneous background check for handgun purchases according to the provisions of the Brady Bill.
- Two new store and forward fingerprint printers were installed at Department of Public Safety to speed entry of prints into AFIS
- Department of Corrections is in the process of developing a new automated Pre-Sentencing Investigation System.
- Salt Lake County Sheriff's Office began electronic arrest reporting.
- Justice Courts throughout the state have begun to connect to the State's Criminal Justice Databases to extract criminal history, warrants and protective orders, motor vehicle and drivers license information to assist local jurisdictions in sentencing offenders.
- The Office of the Courts in conjunction with the Department of Public Safety developed and implemented a Protective Orders Database that is accessed each time a search for warrant information or handgun background check is initiated.
- West Jordan implemented a pilot project that is being used as a pattern throughout Salt Lake County and with State law enforcement agencies to connect lap top computers to local and state criminal justice databases for both retrieving and updating information.
- Department of Public Safety has started a project of moving criminal justice databases from the State mainframe to a DPS system for improved quality, timeliness and cost of accessing the information.
- Department of Public Safety in conjunction with the Western Identification System (WIN) has developed a plan that will automate and integrate the fingerprinting systems throughout Utah during 1998. This will allow the counties with the major proportion of Utah's population (90%) to contribute arrest data electronically from the county jails to the state repository.
- The Utah Prosecution Council is implementing a statewide prosecutor management system with the assistance of Byrne Grant funds. This system will standardize the cases management of criminal systems and better allow criminal history data to flow from the jail to the prosecutor and on to the repository and the courts. As of June 1998 the system is completed and implementation is under way.

- The Office of the Courts is developing a data warehouse that will make their criminal history data available in a more useable and accessible format to the Department of Public Safety and the Department of Corrections. This allows for the more efficient transfer of data between these agencies and an improved ability to research missing dispositions from the criminal history file. The project assessment has been completed and an implementation plan is in place to successfully design the data warehouse.

Although the majority of time and money has been allocated to process improvements, Utah has also utilized some resources to research missing felony dispositions. A close examination of this data has resulted in improved disposition reporting rates for specified crimes during 1989 to 1996, and as an added benefit, has provided insight into new system improvements. The culmination of Utah's efforts have resulted in increases to these disposition reporting rates as summarized in the following table dated June 15, 1998:

Year	Disposition Reporting Rates			
	Felony	**Likely Felony**	**Child Abuse**	**Domestic Violence**
1996	81.03%	77.52%	69.32%	61.32%
1995	92.79%	92.50%	92.26%	87.72%
1994	93.83%	91.99%	93.77%	91.51%
1993	93.15%	90.92%	91.94%	90.94%
1992	93.29%	92.30%	91.55%	93.21%
1991	93.87%	92.21%	95.43%	92.34%
1990	93.33%	N/A	N/A	N/A
1989	91.29%	N/A	N/A	N/A
1988	69.60%	N/A	N/A	N/A
Before 1988	48.62%	N/A	N/A	N/A

Part II. Identification of Needs

According to Utah Code Ann. §63-25-4 (1992) the Commission on Criminal and Juvenile Justice is responsible to ensure the criminal history file is audited for data quality and accuracy. CCJJ contracted with the Utah State Auditor to perform the first data quality audit in 1990. In general the first audit found **less than 50 percent** of the arrests had dispositions.

The second audit was more detailed than the first. The focus of this audit was the criminal history collection *process.* The auditor began by randomly selecting 50 criminal court dispositions. The auditors then traced, or followed the cases back through the criminal history system. An examination of the audit revealed the following characteristics of the collection process:

- 5 of the 50 cases examined were the result of a criminal summons not arrest.
- Of the 50 felony cases examined **27** had no OTN on the court's automated case tracking system. When the OTN was missing, no matching dispositions were found in the repository, a zero percent disposition reporting rate.
- In 23 cases an OTN was found on the court's system, of those, 20 had matching arrests and dispositions in the repository, an 87 percent disposition reporting rate.
- Of the 50 felony cases examined, 40 cases were reported to the repository, an 80 percent arrest reporting rate.

As a result of this second audit the A.C. implemented their own internal audit process, training was conducted statewide on the proper procedures for moving information contained on the fingerprint OTN card through the system, and a data standards committee was formed to develop consensus concerning data issues.

A third audit was performed in 1993 that focused on 160 felony court cases from Salt Lake and Weber Counties that did not have an OTN. Previous audits have revealed that disposition information sent from the A.C. to BCI never matches with the corresponding arrest data without the OTN. Therefore, it is critical to know why the OTN is not present in the court cases. The audit indicated the following reasons why the OTN was not present:

- For 40 of the cases (25%), the OTN was on a court document but had not been input into the Court's computer system.
- For 97 of the cases (61%), the individual was either booked into the jail or appeared in Court; however, no forms were found that had the OTN in the Court's files.
- For 3 of the cases (2%), the individual was served a summons and appeared in Court; however, no forms were found that had the OTN in the Court's files.
- For 2 of the cases (1%), the individual surrendered through the Salt Lake County Pre-Trail Services and later appeared in Court; however, no forms were found that had the OTN in the Court's files.
- For 9 of the cases (5%), the individual was in the Utah State Prison when the charges were filed. In these cases, the individual should have been brought to the Salt Lake County Jail to be booked. However, no forms were found that had the OTN in the Court's files.

- For 3 of the cases (2%), a warrant of arrest was issued but the case was discontinued before an individual was arrested. These cases would not require a record on BCI's system.
- For 6 of the cases (4%), a warrant of arrest was issued. The OTN appeared on the Court's system between the time the audit sample was selected and the time the test-work was performed. Those cases were handled properly.

The majority of these findings and their corresponding recommendations deal with procedures that are not followed. The audit was a catalyst for continued training that was conducted statewide with law enforcement, prosecutors and court personnel on specifically the OTN process.

The purpose of the 1995 audit was to determine OTN and Disposition reporting rates. These rates and factors contributing to them were then analyzed to determine trends that affect the accuracy and completeness of the Utah Computerized Criminal History (UCC). Felony case filings from the Second Judicial District (representing 20% of the population of the state) were selected to be reviewed during this audit cycle. The auditors examined all felony cases (276) from January 1994 and January 1995 to see if there was a noticeable change in the OTN reporting rate (percent of cases reported from the A.C. to BCI with an OTN). During 1994 CCJJ, BCI and the A.C. conducted statewide training on the OTN process. Additionally, cases from the selected group that did contain an OTN were examined to determine the disposition reporting rate (percent of cases from the A.C. that contain a disposition on BCI's computer files). This audit found that of the felony court cases reviewed nearly 90% have an OTN, and of the cases with an OTN, 92% have a disposition on record at BCI.

In the 1996, audit data from DOC was analyzed to determine if accurate data on those persons admitted to prison in 1995 is in the criminal history repository. Findings indicate that custodial data in the criminal history file at BCI is not updated in a timely and complete manner. One of the projects that is currently funded with DOC is developing an automated link to BCI for posting and updating custodial information. Another tentative finding is that persons already in custody are being charged with additional crimes but are not being re-booked. This data does not then show-up on the criminal history file. Training that BCI, the Courts and the Prosecutors have under taken to address this issue. Problem areas identified by the audit have been resolved and data accuracy in this area has improved.

The primary purpose of past audits was the ascertain disposition reporting rates. This was accomplished by beginning our audits at local Sheriff departments, or at the State Court Administrator's Office. After drawing a sample, missing data was traced back to individual departments to examine policies or procedures that were causing data quality problems. This approach has been highly successful in identifying and correcting systemic problems.

For the 1997 audit we would like to change the procedure. Davis County has instituted several important changes in their business practices which bear examination. These changes include the addition of a new prosecutor management system, new fingerprinting technology (NEC LS-21)

and new automated interfaces. Our audit would concentrate on the interface development in Davis County and the possible exportation of the interfaces to other counties who will soon be purchasing similar technologies.

The purpose of these audits remain unchanged by serving to produce a criminal justice information system that is accurate, complete, timely and secure. To accomplish this task, Utah continues to produce a record improvement plan under BJA's Byrne 5% set-aside program. This plan includes integrating new technology to aid Utah in future record improvement goals. The following is an outline of Utah's record improvement plan.

Goals:

- Facilitate the accurate and timely identification of persons who are ineligible to purchase a firearm
- Expand and enhance Utah's participation in the Interstate Identification Index (III) and the National Instant Criminal Background Check System
- Improve the process to obtain court dispositions with the correct Offense Tracking Number
- Improve the level of criminal history record automation, accuracy, completeness and flagging
- Regularly obtain prosecutor declinations
- Speed identification of suspects
- Improve the disposition reporting rate of *old* criminal history data
- Produce a complete criminal justice data dictionary
- Include local law enforcement in the National Incident Based Reporting System (NIBS)
- Meet the timetables for criminal history record completeness and participation in the FBI's III established for Utah by the U.S. Attorney General

Objectives:

- Research and update missing dispositions.
- Increase the quality and timeliness of fingerprint data through the use of education and livescan technology.
- Electronically transmit criminal history arrest information from local law enforcement agencies to the state repository.
- Routinely obtain prosecution declinations/use prosecutors to aid in disposition reporting.
- Improve the ability to track dispositions, current legal status and custodial history.
- Provide direct access to criminal history data by court personnel.
- Produce a comprehensive data dictionary to be used for all future criminal justice information system designers.
- Complete a comprehensive data quality audit.
- Create an integrated system for prosecutor case management.
- Develop the electronic exchange of information between the county booking agencies and the county prosecutor keyed on the OTN.

- Automate the case tracking system within the county prosecutor's office to routinely obtain prosecution declinations and aid in effective disposition reporting.
- Integrate live-scan technologies into the booking process to increase the timeliness and quality of fingerprints.
- Assist at least one law enforcement agency per year in converting to the NIBS.
- Develop phonetic search capabilities for searching the Utah's Criminal History Repository and Statewide Warrants system.
- Accept responsibility for all III reportable arrest information from the FBI.

Part III. NCHIP Effort

Utah's efforts to implement the goals and objectives previously listed will include many different components. Those agencies involved in developing Utah's Criminal History Record Improvement Plan were consulted in the development of these activities that are proposed for funding under NCHIP. These agencies include the Department of Public Safety, the Department of Corrections, the Administrative Office of the Courts and CCJJ (including the Utah Sentencing Commission and the Statistical Analysis Center). Following are descriptions of activities, *in order of priority*, that will assist us in our efforts to improve Utah's criminal history records. For each activity listed there are corresponding goals and objectives, the cost and agency responsible for implementing the activity, problem descriptions, implementation plans and an associated time line (these time lines assume that grant money will be available January 1, 1999). Additionally, the **Budget Narrative** portion of the application is included under Part III as most of the justification for each activity's costs are included in the implementation plan.

ACTIVITY 1

GOAL: Continue efforts on the integration of fingerprint technology.

Assure the capture of demographic data by local law enforcement.

Improve the process to obtain court dispositions with the correct Offense Tracking Number

Improve the level of criminal history record automation, accuracy, completeness and flagging

Speed identification of suspects

OBJECTIVE: Complete the interface to bring local law enforcement an electronic pathway through the Terminal Controller (TC) via livescan technology.

Electronically transmit criminal history arrest information from local law enforcement agencies to the state repository.

Allow local law enforcement access to criminal history data directly from The Department of Public Safety. .

Improve the ability to track dispositions, current legal status and custodial history.

COST: $178,949 - Department of Public Safety

PROBLEM DESCRIPTION:
The Commission on Criminal and Juvenile Justice (CCJJ) has started the process of distributing funds from NCHIP, SIS, and Byrne 5% grant programs, in addition to local funds, to order and install LS-21 Livescan equipment at local law enforcement agencies in Utah as part of the States plan to upgrade to the next generation AFIS technology. The distribution of NEC LS-21 Livescan equipment is the first component to the improvement of criminal history and suspect identification. However, the Department of Public safety (DPS), as the central site for the criminal history repository, must integrate all electronic data provided by the Livescan equipment to assure the success of this endeavor.

The second component and subject of this NCHIP funding request, involves programing services required to complete this project. Utah is making an effort to allow and encourage law enforcement agencies to submit arrest information to the central repository electronically. This minimizes errors, allows resources to be freed up from data entry and assists with quality assurance. The programming services are necessary to close the circle on AFIS, the TC, criminal identification at the Western Identification Network (WIN), and the Criminal History Repository at DPS. DPS. must also employ programming services to test for a potential year 2000 problem in 1999 to assure the security of the Criminal History Repository.

Another problem Utah faces in its' effort to implement new AFIS technology and record improvement is a lack of direct access to criminal history information from DPS. by local agencies. At the present time local agencies access this information by going through the State mainframe computer system. The mainframe is run as an internal service fund by the Department of Administrative Services, therefore charging local law enforcement for the services they provide. DPS. must devise a software interface that eliminates all mainframe charges to the agencies requiring access to criminal history information.

IMPLEMENTATION PLAN:
The Western Identification Network is in the process of upgrading their network and as part of this effort, new capabilities have been made available to the participating states that will make electronic arrest reporting feasible during 1999. These new capabilities use the NEC LS-21 livescan to not only take and send fingerprints to the WIN AFIS for identification, but to also take the demographic and charging information from the local jail management system and send it to the state criminal history file. DPS will rely on the services of two Programmer /Analysts to integrate the various agencies using LS-21 technology with the central repository at DPS and the WIN database.

DPS will also require the Programmer/Analysts to test the Criminal History System to ensure that it will function properly as it moves from 1999 to 2000. The year 2000 will present many challenges to automated systems through-out the world. Utah has and will continue to design the Criminal History System to handle the century change correctly. Testing in the coming year will guarantee this work has been successful and will avert any problems in 2000.

If funded under the 1998 NCHIP program, DPS will purchase software needed to do the work necessary to bypass the Department of Public Services mainframe and the costs associated with its use. To facilitate direct access by law enforcement, DPS will also call upon the services of technical support for programming assistance. The end result will be a direct flow of criminal history information to local law enforcement from DPS without access or processing costs.

BUDGET NARRATIVE:
NCHIP funds from this grant will be made available to hire 2 full-time Programmer/Analysts and 1 Programmer Intern to implement this project. Travel and training costs for the programming team to attend training on project issues is included in the budget. The balance of funds for this project will cover software costs.

Programmer/Analysts 2 FTEs @ $19.38 per hr.	$ 80,930
Fringe benefits for 2 Programmer/analysts	$ 36,372
Programmer/Intern 1 FTE @ $10.11 per hr.	$ 20,220
Fringe benefits for Intern	$ 1,560
Travel and training	$ 19,867
Software for law enforcement access	$ 20,000
Total	**$178,949**

Allowable costs:

Database enhancement
Interface between criminal history records, etc.
Training and participation in seminars
Record Automation
AFIS/livescan integration

TIME LINE:
The Programmer/Analysts will be hired in January 1999. Training for programmers to begin the same month. Software purchases for law enforcement access will take place in March, 1999 following the TC install and interface. Project work to be carried out through the year and will conclude by early November 1999. Year 2000 testing to safe guard the Criminal History Repository to be conducted in June 1999.

ACTIVITY 2

GOALS: Improving the quality, completeness, and accuracy of criminal history records by improving the Department of Corrections offender tracking system.

OBJECTIVES: Improve the completeness and accuracy of DOC offender records.

Complete the upgrading of the DOC offender tracking data base.

Complete the transfer of data from the old data base to the new system.

Provide data on dispositions and custodial history to the criminal history repository.

Provide data and reports to the Bureau of Justice Statistics for its research and evaluation efforts.

COST: $249,983 - Department of Corrections

PROBLEM DESCRIPTION:
The Department of Corrections has been an important source of information for the Department of Public Safety in obtaining missing disposition data on felony arrests and is the only source of offender custodial history data. The Department of Corrections has as old, outdated offender tracking data base which is no longer an effective tool for maintaining criminal history information. Corrections is in the process of upgrading and expanding its offender tracking data base to improve the accuracy and completeness of the data.

Areas to be completed in the system include sentencing (dispositions) data including consecutive/concurrent sentencing enhancements, mandatory sentencing, and jail sentences.

As part of changing the old data base to the new one, Corrections must convert the old data and transfer it to the new system. The old data contains valuable information on dispositions of arrests which is essential to the completeness of Utah's criminal history records. As part of the transfer, corrections must find and correct bad data from the old system. After the old systems data are corrected, programs must be written to convert the data and transfer them to the new system.

A key element of the new data base will be writing the programs to produce the annual reports and data transfers from corrections to the Bureau of justice Statistics. Corrections will need assistance from its data base contractors in developing the initial programs for these reports.

IMPLEMENTATION PLAN:
Corrections will contract with INFORMIX, the contractor for its data base design project, to complete the rewriting of the criminal history sections of its old data base for the new data base. In addition, they will design reports to be used in auditing the accuracy of the data in the new system.

For the transfer of data, Corrections will contract with independent programmers to work with our staff in converting and checking the accuracy of the data in the old system and then transferring it to the new one.

Bureau of Justice Statistics reports and data transfers from the new data base will be programmed by the INFORMIX contractors working with Corrections staff on definitions and data coding.

BUDGET NARRATIVE:
To complete this project, Corrections will contract with INFORMIX and independent programmers for data base development, audit report writing, and data transfer. The old data base resides on a mainframe which Corrections must pay to access so funding for mainframe computer processing time will be necessary.

Design Consultant		$ 26,220
Data Conversion Consultant		$ 37,583
Data Processing Consultant		$ 36,250
Programing Consultant		$143,980
Travel/Training		$ 5,950
	Total	**$249,983**

Allowable Costs:

Database enhancement
Improved capture of case disposition
Research, evaluation, monitoring, and audits

TIME LINE:
It is anticipated that funding will be obtained in January 1999 and the project will conclude by early December 1999.

ACTIVITY 3

GOAL: Research and account for missing dispositions from the Utah Criminal History File (UCCH)

Identify the circumstances leading to missing dispositions

Establish a training and education program to prevent further miss handling of dispositions

OBJECTIVES: Research and update missing dispositions

Use researchers to investigate and document errant disposition reporting practices.

Design and provide training to address problem areas in disposition tracking and recording into the UCCH.

Increase the quality and timeliness of fingerprint data through the use of education and live-scan technology.

COST: $172,845 - Department of Public Safety

PROBLEM DESCRIPTION:
The Utah Department of Public Safety (DPS) has made significant progress in the disposition reporting rate of those crime categories defined as felonies, likely felonies, child abuse and domestic violence. From 1984 to 1998 it is estimated that Utah has approximately 8350 felony arrest cases without a known disposition. These cases as well as other cases that do not immediately match in the automated system must be manually researched. Many times the researchers do not have the data to find the missing disposition without going to the court or local law enforcement agency that processed the case. The ongoing research of missing dispositions is needed to assure accountability from agencies and overall accuracy of the UCCH. Additionally, the Department of Public Safety will need to establish a training program to deal with the issues leading to failed disposition reporting.

IMPLEMENTATION PLAN:
The Department of Public safety would like to hire 4 FTE's to conduct research and provide training based on their research findings to account for missing disposition reports. From these four researcher/trainers, 3.5 will be used exclusively to research missing dispositions at a rate of 2436 cases each for three full-time researchers and 1044 cases by the part-time researcher/trainer. This effort is designed to run for one full year.

The training staff requested under this grant will fulfill two important functions. The first function will be to use the problems identified by the criminal history research staff to develop a training curriculum designed to address the specific problems that have been identified. The second activity will center on integrating new fingerprinting technology into each counties operation. This will entail developing and training in the use of the new LS-21 Livescan devices that are currently being purchased by NCHIP, Byrne 5%, and SIS grant funds administered by CCJJ. These devices will aid agencies with the capture of high quality fingerprints. It will also help local agencies to use the correct methodology to classify and register those prints to our AFIS database.

BUDGET NARRATIVE:
Utah requests that 4 FTE's be paid out of this grant to conduct research and training of missing dispositions. Primary expenses will cover salary and benefits necessary to attract quality researchers and assure their completion of the task. The balance of requested funds will cover the cost of travel for training and upgrades to computers to be used in this ongoing effort.

4 FTE Researcher/Trainers	$104,985
Benefits for Researcher/ Trainers	$ 56,042
Travel/ Training	$ 2,136
3 Computer Upgrades	$ 9,600
Total	**$172,763**

Allowable costs:

Participation in III
Missing disposition backlog reduction
Equipment upgrades
Training, participation in seminars and meetings

TIME LINE:

It is anticipated that current funding for researchers will become available by January 1999. This project will commence the same month and run through the year concluding in December of 1999. Statewide training will be conducted during March, April and May of 1998. The computer upgrades will be purchased in January 1998.

Part IV. Relationship to Byrne 5% Set Aside

The goals and objectives listed in Part II - Identification of Need were determined to be the desired results of any efforts made toward improving Utah's criminal history information system, regardless of funding sources. Following are summaries of activities that will take place utilizing 1998 Byrne 5% set aside funds and state funds. The expenditure of 1998 Byrne funds was outlined in a plan submitted to Bureau of Justice Assistance in conjunction with the 1998 Byrne formula grant application. These activities in conjunction with those proposed in Part III under the NCHIP grant will combine to achieve many of the common goals and objectives of Utah's Criminal History Record Improvement Plan.

The expenditure of 1997 funds was outlined in the plan submitted in conjunction with the 1997 formula grant application. The following summarizes the activities to take place utilizing 1998 funds in conjunction with state funds:

GOAL: Speed identification of suspects

OBJECTIVE: Increase the quality and timeliness of fingerprint data through the use of education and technology.

COST: 129,000 - Byrne 1998 Grant Funds.

Since the late 1980s the Department of Public Safety has been engaged in the development of the Western Area Identification Network (WIN). This cooperative project has enabled Utah along with California, Idaho, Washington, Oregon, Montana, and Nevada to purchase an Automated Fingerprint Identification System (AFIS). With the use of this technology, Utah has greatly improved its ability to identify and track criminals.

The first characteristic of a useful AFIS system is the ability of Law Enforcement to use this technology to identify suspects or solve crime. These identifications rest with the quality of the prints. Only when the prints are of high quality can we expect latent searches to yield suspects and the 10-print searches to provide real identification information.

The second characteristic of a useful AFIS system is the speed with which the identifications can be made. Early identification aids laws enforcement, stops early release of identified felons, and provides critical information to the enforcement agencies as suspects pass through the criminal justice system.

IMPLEMENTATION PLAN:

The purpose of the new WIN *Rainbow* initiative is to increase the quality of fingerprints and to speed the identification of suspects by greatly enhancing and standardizing fingerprinting technology within the State. To accomplish this objective WIN in conjunction with the State of Utah will purchase and install all new fingerprinting equipment at both at the central site

(Department of Public Safety) and in Salt Lake, Davis, Weber and Utah Counties. In addition to purchasing hardware, software must be developed within the Department of Public Safety to interface the new fingerprinting technology to the existing criminal history file.

GOAL: Include state and local law enforcement in the National Incident Based Reporting System (NIBS)
Speed identification of suspects

OBJECTIVE: Provide direct access to criminal history data by court and field law enforcement personnel.
Assist at least one law enforcement agency per year in converting to the NIBS.
Electronically transmit criminal history arrest information from local law enforcement agencies to the state repository.

COST: $20,000 - Local Law Enforcement

Although summary data on criminal events will provide the necessary information for uniform crime reporting purposes, it does not capture and make available much of the valuable incident based information that is generated. The FBI has adopted NIBS as the standard and is encouraging state and local law enforcement to do the same. A previous grant from the Department of Justice has assisted 56 Utah agencies to receive the software and training to utilize NIBS. Currently only 46% of all agencies are submitting data, however, the largest agencies within the state have yet to begin reporting in this new format.

IMPLEMENTATION PLAN:

Local law enforcement agencies will continue to update their information systems to NIBS compliant systems. Also, computer servers and laptops will be purchased for state and local law enforcement agencies to utilize Cellular Digital Packet Data (CPD.) technology. By implementing NIBS systems with CPD. technology and mobile computers, officers are able to more efficiently gather and update information, and have faster access to local, state and national criminal justice databases.

GOAL: Regularly obtain prosecutor declinations

OBJECTIVE: Routinely obtain prosecution declinations/use prosecutors to aid in disposition reporting**.**

COST: State Funds - Utah Prosecution Council

In Utah, the prosecutions system has been one of locally elected county officials. Not surprisingly this has meant that the policy and procedures vary considerably between each county. Implementation of a standardized method of information collection and dissemination is extremely

difficult in this situation. Often the requirements of the state agencies have been perceived by the counties as unnecessary. In addition, the Bureau of Criminal Identification has lacked sufficient resources to evaluate and include these officials in the criminal history process.

Courts in Utah are also diverse. In Salt Lake County alone there are many district and justice court judges. This has made the current process of sending the Offense Tracking Forms and the OTN directly from jails to the correct court nearly impossible. Loss of the OTN Form makes the eventual match of the arrest and disposition an overwhelming task.

IMPLEMENTATION PLAN:

Increase the role of prosecution in the criminal history process by changing the flow of criminal history forms. With a new system, the booking agencies will send the OTN forms from the jail to each county prosecutor. When prosecution receives this form it will: 1) Attach the OTN form directly to the information and forward it to the appropriate court with the arrest charges; or 2) the prosecutor will send the BCI a copy of the form with new charges and then forwards a copy of the amended form with the attached "information" to court; or 3) use the form to send BCI a declination. This procedure must be modified at the county level to meet local prosecutors needs and can only be accomplished through a statewide education program to help prosecution understand their new responsibilities.

GOAL: Improve the process to obtain court dispositions with the correct Offense Tracking Number

OBJECTIVE: Improve the ability to track dispositions, current legal status and custodial history.

COST: Department of Corrections

A goal of the Byrne grant program is to enhance the quality, completeness and accessibility of the nation's criminal history record systems. The Utah Department of Corrections has an important role to play in improving the quality, accuracy, and completeness of Utah's criminal history records. Corrections is the source of information about offender custody and parole and probation supervision, especially information about time served in prison or under supervision.

Utah Department of Corrections has an old, out-dated offender tracking data base which is he source of the state's information on offender custody and probation and parole supervision. This data base is cumbersome and transfer of custody information from Corrections to the criminal history repository is now done with paper reports and manual data entry. The old data base cannot support electronic transfer of information.

Corrections is currently in the process of updating and rewriting the entire data base. As part of this on-going and long-term project, Corrections is working with the Utah State Board of Pardons and Parole to capture data about offender prison sentences, time served in prison, and Board decisions.

In Utah, the Board of Pardons and Parole has the authority to set time served in prison, within sentence ranges, and determine when sentences will expire and when parole and prison jurisdiction will terminate. This information is vital to the Utah criminal justice system. The proposed project will develop a data base to track all information relating to offender sentences, time served in prison, parole decisions, and parole violation returns to prison. In addition, the project will assist all parts of the criminal justice system in tracking offender sentence expiration dates.

IMPLEMENTATION PLAN:

Corrections is currently contracting with a data base development consulting firm, INFORMIX, to develop its new data base. The implementation plan for this project would involve working, through contract, with INFORMIX to automate the collection and transfer of sentencing and parole information.

Consultants would be used to design and program the data base to store this information. They would also design data collection screens to be used by Corrections' and Board of Pardons and Parole staff. Data to be collected would include:

- Prison sentence
- Sentence start date
- Commitment date
- Parole date
- Termination date
- Sentence expiration date
- Parole hearing date and decision
- Credit for time served before sentencing
- Time tolled for absconding from parole supervision

GOAL: Improve the process to obtain court dispositions with the correct Offense Tracking Number

OBJECTIVE: Provide direct access to criminal history data by court personnel.

COST: State funds - Administrative Office of the Courts, Commission on Criminal and Juvenile Justice

The current court system does not provide access to the criminal history file for judges or court clerks. Often the data is transferred from BCI and loaded into the criminal history file before problems with data quality are found. Lack of interaction between the court system and the criminal history file produces omissions and errors in both files. Currently, local justice courts are not connected to the State Court's computer system nor have access to the State's Criminal Justice databases.

IMPLEMENTATION PLAN:

Integrate the existing criminal history file with the new court system. This can be accomplished through the purchase of a communications gateway from courts new system to the state mainframe computer which houses the Criminal History File. Also, a plan for providing Wide Area Network (WAN) access to local Justice Courts is being implemented. This will allow Justice Courts to access and update criminal justice databases.

GOAL: Improve the process to obtain court dispositions with the correct Offense Tracking Number

OBJECTIVE: Complete a comprehensive data quality audit.

COST: State funds, NCHIP - Commission on Criminal and Juvenile Justice

The completed audits have been valuable to the operation of the criminal history upgrade *process.* Through the use of these audits, problems have been defined, and improvements have been made to the Criminal History File.

IMPLEMENTATION PLAN:

The audit for 1996 examined used the Department of Corrections data as the start point. The information was then traced back to the repository, courts, prosecutors and law enforcement to verify the accuracy and completeness of the data, the audit is not complete, the results so far have shown a continued improvement in the quality and completeness of the criminal history system.

GOAL: Produce a complete criminal justice data dictionary

OBJECTIVE: Produce a comprehensive data dictionary to be used for all future criminal justice information system designers.

COST: State Funds - Commission on Criminal and Juvenile Justice.

Lack of common data standards for identification, offense codes or common procedures for handling forms continues to cause confusion and data losses throughout the criminal justice system. A unified data dictionary with common codes, data structures and tabled data will aid in data collection and the improve data quality.

Lack of coherent definition is especially pronounced in the court system. The State of Utah does not have a comprehensive list of offenses which courts and prosecutors can use. This inhibits the electronic filing of reports. More importantly, the quality of data in the Criminal History File is compromised by redundant and misleading coding.

IMPLEMENTATION PLAN:

Responsibility for definitions and maintenance of data tables will assigned to appropriate agencies.

The data dictionary will continue to be improved and expanded. The Offense Table will also be rewritten and standardized. To maintain and improve the Offense Table along the lines of the forgoing objectives, the following activities need to be accomplished:

- Substantive revision of the current bail schedule: Updating, evaluating and editing, when necessary, all items in the current bail schedule to assure that they are legally sound.
- Defining all items clearly: each item should be fully and clearly defined, listing all its elements in the statutory language where possible. Some thought should also be given to what scope the Offense Table should have, and then the Offense Table should be reviewed to assure that it covers the needed scope.

- Use *Folio Previews* to provide text search and retrieval to the new court system. Use new graphical user interface tools for the new Offense Table. The Offense Table could then be incorporated into the existing Utah Law on Disc, and hypertext links could be installed between the Offense Table and the textual resources of Utah Law on Disc.

GOAL: Improve the disposition reporting rate *old* Criminal History data

OBJECTIVE: Research and update missing dispositions.
Increase the quality and timeliness of fingerprint data through the use of education and live-scan technology.

COST:

The success of the 1995, 1996 and 1997 research efforts have increase the disposition reporting rate of 1989 through 1996 felonies to over 90 percent. Additional resources are being allocated to this function, as well as for other non-felony categories of offenses.

IMPLEMENTATION PLAN:

Although 1996 and 1997 NCHIP funds have most recently been used to maintain the researchers, Byrne funds will be used to continue paying contract workers to research missing felony dispositions for the years 1989- present as well as for cases involving child abuse, domestic violence, crimes against women and probable felonies. Funds will also be utilized to implement process improvements that result from research conducted. This will include training personnel involved with criminal justice data and programming updates to the repository.

COUNTY AUTOMATION PLAN

The electronic county model maximizes the electronic transfer of information both within and between organizations, as data follows the defendant through the criminal justice system. This model is planned for metropolitan Utah which consists of Utah, Salt Lake, Davis and Weber Counties and includes over 78 percent of Utah's population. In some agencies, implementation of this plan

requires an entire systems re-write. In others, only the "interface" piece is missing to complete the transfer between agencies.

GOAL: Improve the process to obtain court dispositions with the correct Offense Tracking Number

OBJECTIVE: The electronic exchange of information between the county booking agencies and the county prosecutor keyed on the offense tracking number.

The inability to electronically transfer data or share information between the sheriff offices and the county attorneys often means that prosecutors must re-enter data. This can lead to missing declinations, and poor data quality. Most of the identification and arrest information collected by the county sheriff is needed by the county attorney. By supporting the development of data systems that allow data to be transferred from the sheriff's office directly to the prosecutor we encourage the accurate reporting of data, decrease the likelihood of missing declinations, and increase the likelihood that the Offense Tracking Number will be available to court personnel at the time of filing.

IMPLEMENTATION PLAN:

Encourage counties to develop automated systems that transfer or share data between the county prosecutor and the county sheriff.

GOAL: Improve the process to obtain court dispositions with the correct Offense Tracking Number

OBJECTIVE: Electronically transmit criminal history arrest information from local law enforcement agencies to the state repository.

COST: $70,000 - Washington and Cache Counties

Each county in Metropolitan Utah has an automated data entry system used by the booking officials. Their procedures include the entry of the original arrest information into their booking system and the production of the traditional 10 print cards. After adding inked fingerprints, these cards are sent for positive identification and re-entry to the state repository. Duplicate entry of arrest data by the Bureau of Criminal Identification and the local agencies introduces delays and produces errors. Salt Lake County produces approximately 50 percent of the felony arrests in the State of Utah. The ability to electronically transmit this arrest data which includes NAME, OFFENSE, TRACKING NUMBER, OFFENSE CODES AND DATE OF BIRTH to the repository will; decrease the delay in reporting this information; decrease the reliance on original data entry by the Bureau of Criminal Identification; and will promote increases in data quality by increasing verification and decreasing data entry.

IMPLEMENTATION PLAN:

Assist Salt Lake County with upgrading their current booking, identification and fingerprinting equipment with current generation technology that will allow the county to immediately identify suspects and arrested persons, gather demographic information for electronic transfer to prosecutors and the repository, and send upgraded quality fingerprints to the repository.

GOAL: Regularly obtain prosecutors declinations

OBJECTIVE: Routinely obtain prosecution declinations/use prosecutors to aid in disposition reporting.
Create an integrated system for prosecutor case management.

Criminal history data is often lost early in the process because booking officials send the Offense Tracking Form to the wrong court. In addition, the criminal history processes lack reliable data because prosecutors cannot change or add charges to those on the Offense Tracking Form. Prosecution in Utah is mainly a county function. This has hampered attempts to incorporate prosecution in the criminal history process and create uniform procedures. This objective is aimed at decreasing system fragmentation and improving our ability to capture declinations. In Utah, the prosecutions system has been one of locally elected county officials. Not surprisingly this has meant that the policy and procedures vary considerably between each county. Implementation of a standardized method of information collection and dissemination is extremely difficult in this situation. Often the requirements of the state agencies have been perceived by the counties as unnecessary. In addition, the Bureau of Criminal Identification has lacked sufficient resources to evaluate and include these officials in the criminal history process. Courts in Utah are also diverse, in Salt Lake County alone there are many Circuit and Justice Court Judges. This has made our current process of sending the Offense Tracking Forms directly from jails to the correct court nearly impossible. Loss of the OTN form makes the eventual match of the arrest and disposition a overwhelming manual task.

IMPLEMENTATION PLAN:

We will enhance the role of prosecution in the criminal history process by automating their case management system. With a new system, the booking agencies will send the arrest data (OTN forms) directly from the jail to each county prosecutor. When the prosecutor receives the data electronically it will ensure that every arrest is reported properly and will ensure that the OTN number will be available to the court at the time of filing, or the prosecutor can transmit declinations directly to the repository.

GOAL: Speed identification of suspects

OBJECTIVE: Integrate live-scan technologies into the booking process to increase the timeliness and quality of fingerprints.

Since the late-eighties the Department of Public Safety has been engaged in the development of

the Western Area Identification Network. This nine state cooperative project has enable Utah along with California, Idaho, Washington, Oregon, Montana, and Nevada to purchase an Automated Fingerprint Identification System (AFIS). The primary aim the AFIS is to identify suspects or solve crime. These identifications rest with the quality of the prints. Only when the prints are of high quality can the latent searches yield suspects and the 10-print searches provide real identification information. Secondly, the AFIS can be used to speed the identification process. Early identification aids laws enforcement, stops early release of identified felons, and provides critical information to the enforcement agencies as suspects pass through the criminal justice system.

Currently, fingerprint verified identification of the arrested can require three weeks to be completed by the Utah Department of Public Safety, Bureau of Criminal Identification. The LIVE-SCAN project would provide local law enforcement agencies with the capability of using new technology during the fingerprinting and identification process. It will also greatly enhance the quality of fingerprints in the AFIS, and speed the identification of suspects. The following problems have been identified with the current manual fingerprinting and booking process:

The traditional inked and rolled printing process is very slow. Each suspect's fingerprints are rolled three times. One card is generated for the Federal Bureau of Investigation, the second card is provided to the Department of Public Safety, Bureau of Identification (BCI) and the third card is for the booking agency. In Salt Lake County, for example, it takes approximately 15 minutes to roll one set of fingerprints. Usually the quality of the fingerprints decreases as each print is taken. The first and best card is usually retained by the booking agency. The second card is sent to BCI and used for identification and input into AFIS. The last and poorest quality card is sent to the Federal Bureau of Identification. Hence cards are often returned to the booking agencies because of poor fingerprint quality and our identification databases are populated by second or third quality prints. While live-scan technology increases the speed of the identification it does not provide the technology do the identification. Early, positive identification of those arrested decreases the chances of releasing dangerous suspects and greatly increases the likelihood of capturing declinations or dispositions.

IMPLEMENTATION PLAN:

Provide counties the technology to integrate live-scan technology into their current booking system. *Electronically transmit the fingerprint cards to the Bureau of Criminal Identification.* Provide counties with and EWS terminal to complete the fingerprint identification process within the county. This would allow prosecutors and courts to use the identification/ finger print data and speed the entry of this arrest data into the repository.